

ACCOUNT CLERK SUPERVISOR II

CLASSIFICATION DEFINITION

Under limited supervision and through first line supervisors, the Account Clerk Supervisor II plans, directs, and evaluates the work of two or more large office support sections engaged in account and statistical record-keeping activities in a manual or automated environment; performs minor administrative activities; and performs related work as required.

The Account Clerk Supervisor II is the highest level in the Account Clerk series. Incumbents are full second line supervisors responsible for the direction and coordination of a variety of difficult and complex office support, accounting, and fiscal functions that operate in a complex, multi-level organizational structure and necessitate supervisory and lead positions.

The Account Clerk Supervisor II differs from the Account Clerk Supervisor I in that the Account Clerk Supervisor II supervises fiscal support functions through first-line supervisors, while the Account Clerk Supervisor I is a first-line supervisor.

TYPICAL DUTIES

Duties may include, but are not limited to the following:

- Coordinates work assigned to various fiscal support sections; evaluates and establishes work priorities in order to meet deadlines.
- Monitors work for accuracy, appropriateness, effectiveness, and compatibility with governing laws, regulations, codes, ordinances and department standards, policies and procedures.
- Clarifies or interprets conflicting, ambiguous, or incomplete regulations or procedures for the standard use by subordinates, and to reflect changes in regulatory guidelines and work procedures.
- Evaluates work performance of subordinate employees and reviews employee evaluations prepared by subordinate supervisory personnel.
- Instructs lead-worker and supervisory personnel of changes in work methods or guidelines and their effect on fiscal support work conditions, workflow, workload, staffing, training and coordination with other staff.
- Attends instructional orientation meetings related to changes in department procedures or regulatory guidelines; makes recommendations pertaining to changes and alternative effects on section operations.
- Interviews job applicants and recommends selection; oversees orientation, training, and supervision of new employees.
- May oversee the production of fiscal and statistical reports through the department's automated systems.
- May relieve subordinate supervisors of assigned duties when dictated by workload.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Advanced mathematics such as complex decimal, fraction, and percentage formulas and calculations.
- Grammar, vocabulary, spelling, punctuation, and composition.
- Department relationships, organization, programs, services, and functions to proficiently plan, prioritize, coordinate, implement, direct, review, and evaluate an office support section.
- Government and departmental codes, ordinances, laws, regulations, procedures, and policy to implement, modify, interpret, and weigh alternative effects to accomplish objectives.
- Work practices, procedures, step-by-step sequences, and timetables in order to schedule work and resolve problems associated with the coordination and completion of administrative, technical, and professional functions.
- Principles of supervision and training.

Ability to:

- Objectively evaluate employee performance.
- Review, analyze, and draw logical conclusions.
- Establish and maintain effective working relationships.
- Carry out projects with minimal instructions using good judgment in recognizing scope of authority in providing supervision.
- Understand and carry out written and oral instructions.
- Provide verbal and written technical direction to others.
- Collect and analyze data in the compilation of administrative reports and controls.
- Common spreadsheet and database software packages.
- Select, train, supervise, evaluate, and discipline subordinate supervisory staff.

MINIMUM QUALIFICATIONS (Education and/or Experience)

One (1) year of full-time experience performing full first line supervisory office support work that included account, statistical record-keeping, or fiscal activities in an office environment.

DRIVER LICENSE REQUIREMENT

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.